



(PTY) LTD 2016/483566/07

10 Mars Street, Rhodesfield, Kempton Park, 1610. Tel Office: (011) 394 3000, Cell: 084 084 3344,
E-mail: book@ortamboparking.co.za, Website: www.airportparkingortambo.co.za

We believe airport parking can and should be "stress free. We meet you at the airport upon arrival, assist with your luggage, park your vehicle safely in our secure yard, and always have your sparkling clean vehicle waiting for you upon your return. Truly, "stress free" guaranteed parking.

TO WHOM IT MAY CONCERN:

Here with our parking proposal

For your convenience we at O R Tambo Parking have compiled a package, logistical and financial to suit your individual and as a collective, you're parking needs.

HOW OUR SERVICES WORK:

Our clients make a booking with us via our website:
www.airportparkingortambo.co.za

They can also do a telephonic booking on **011 394 3000 / 084 084 3344**

You can also do email bookings with all details attached to
book@ortamboparking.co.za

Due to the Covid-19 pandemic, we at O R Tambo Parking have implemented some prevention measures that we use namely, our drivers sanitize before entering a vehicle and after parking a vehicle, we wear our masks during the trip from and to the airport. Each vehicle is sprayed with a sanitization fogger before it leaves the yard back to the client.

Our drivers are also at the airport most times, so they carry an invoice form for clients that have not made a booking and just arrive at the airport.

Once we receive the booking, we send a confirmation via whatsapp or message, confirming all flight times and where we will meet and greet. We also confirm where the client must collect his vehicle on return. [\(see sample below\)](#)

When making a booking, a cost center number or order number must also be attached so we know what department to invoice end of the month. Cell phone numbers is also important, if there is a problem we can make contact and inform our

clients. Return flight no's will assist us in making sure the flight has landed or delayed.

- If a client is delayed or not returning on the date stipulated on the booking, it is their responsibility to make contact with our company and arrange accordingly. We don't want to unnecessarily run up the vehicles kilometers by moving the vehicle up and down from the airport.
- Due to covid-19, we are not allowed to collect or deliver any vehicles from Departures. ACSA says that we can only work from Level 3 in Parkade 2 South. ([see explanation below](#))
- Valuables and change is very safe in the vehicle. Special instructions can be given to the driver regarding Laptops, GPS's etc. whilst on your trip.
- Whilst the vehicle is in our care, it will stand in our shaded yard. The day of your return we will then move the vehicle to the wash bay where it will receive a complimentary hand wash and vacuum.
- On the day you land, as soon as you have collected your luggage give us a call on **084 084 3344**. We will then deliver your vehicle at the stipulated area for collection.
- We also ask that the client signs of the document when delivering and collecting his vehicle.
- Your staff will receive great treatment from our staff and management from the time of your arrival until the time you pick up your vehicle/s.
- O R Tambo parking works on calendar days: from the day the vehicle is booked in to the day the vehicle is collected. If the person is flying in at 24h00hrs and is a little late we will not charge for an extra day. If their flight is delayed and they arrive after 24h00hrs, there will be no extra charge for another day. (Just let us know of your delay).
- Please see our price list below, prices work per calendar day.
 - Day 1 = R140
 - Day 2 = R180
 - Day 3 = R270
 - Day 4 = R320
 - Day 5 = R400
 - Day 6 = R480
 - Day 7 = R560
 - Day 8 = R590
 - Day 9 = R620
 - Day 10 = R650
 - After 10 days the amount is R30 a day extra.
- We are available 24hrs/day. We live on the property. We are 2.9 km's from the airport drop off zone, not more than 7km's will be added per booking
- We will open an account for your company. On the 25th of each month a statement will be forwarded, which needs to be paid by the end of the month.

- We have a great team and we communicate well when it comes to large numbers of vehicles that need to be collected and delivered.
- Our facilities are secure and enclosed with electric fencing. Access to our properties is via remote control. Keys are locked away, so there is no way anyone can tamper or use vehicles for private use.
- Additional Services that we offer:-
- Take a client's vehicle to a Dealership for Service or Repairs - R 250.00.
- Full valet of vehicle - R 600.00.
- License renewals – R250.00
- We also have a panel beater that works off site. Work is good and price is very fair.
- Please don't hesitate to contact me, if I have not included everything or if you have questions regarding this proposal.
- Hope we can do business and build up a great relationship in the near future.

Kind Regards

OR Tambo Parking

- **This is a format of what our confirmation looks like:**

Confirmation of Booking at OR TAMBO PARKING

Ms. Test Tester
072 000 0000

06 Nov 10h45
09 Nov 17h45

R320 -00 (Paid)

Toyota Car
Grey
AA 12 BB GP

Please use your Name and Surname as a reference if you make a EFT payment...
Please Mail PROOF OF PAYMENT TO book@ortamboparking.co.za

As you arrive at the airport entrance, follow the signs

PARKING and
CAR RENTALS

This will take you to ***PARKADE 2 SOUTH***,

Enter into the Parkade
2 SOUTH
up the ramp and follow the ramp up to

LEVEL 3.

Once you enter the boom proceed forward and find a parking bay on the right.. Row H
The Driver or vehicle will be or close to

ROW 3H

This area is the new Drop off and Pick up site for all flights



Sample of booking form and terms and conditions below

Invoice No:

Telephone:
011-394-3000
24Hr Cell
084-084-3344
book@ortamboparking.co.za

AGREEMENT BETWEEN OR TAMBO PARKING AND

Name:	Date:
Company:	
Contact No:	

Make of car:
Model and Colour:
Registration No:

Please be advised of our Operations Procedures from OR Tambo International Airport:
Due to A.C.S.A. by - laws (international safety regulations) we are not allowed to stop a vehicle at any drop-off or pick-up point for more than 2 minutes. Because of these stringent time limits we have a telephonic vehicle drop-off system to counter time delays caused by baggage retrieval and aircraft stairs. For your own convenience please call 084-084-3344 15 minutes before exiting the building to request a successful vehicle delivery. It will take 15 minutes from the time of phone call for the vehicle to be delivered at Domestic departures Terminal B at the last two doors and for international flights. Drop off at International Terminal A. The drop-off of your vehicle is at the same point as pick-up.

CAR IN	Date Leaving:
	Flight No:
	Flight Time:
	Meeting Time:
	Radio/CD: <input type="checkbox"/> YES <input type="checkbox"/> NO
	Spare Wheel: <input type="checkbox"/> YES <input type="checkbox"/> NO
	Fuel Level: 
KM in:	

Terms and Conditions
 PAYMENT MUST BE MADE VIA CREDIT Vehicle, BANK TRANSFER OR CASH BEFORE THE VEHICLE IS COLLECTED. OR Tambo Parking (PTY) LTD 2016 / 483566 / 07 means the contract between OR Tambo Parking and the customer.
 By signing the release form on departure you are agreeing to OR Tambo Parking (PTY) LTD 2016 / 483566 / 07 full terms and conditions you are entering a contract between you the customer and OR Tambo Parking (PTY) LTD 2016 / 483566 / 07. Allowing OR Tambo Parking drivers to drive your vehicle for the purpose of OR Tambo Parking only.

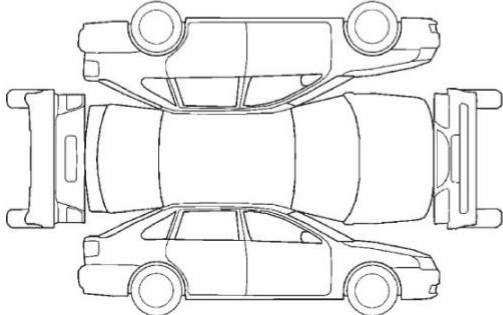
CAR OUT	Date Return:
	Flight No:
	Flight Time:
	Arrival Time:
	KM Out:

- OR Tambo Parking does not accept liability for national disaster including hail damage or what so ever fire any loss, theft or damage to your vehicle whilst it is parked with OR Tambo Parking. Your vehicle is parked subject to terms and conditions of your own insurer.
- OR Tambo parking do not take any responsibility for any broken or faulty bulbs, windscreens, wing mirrors, aerials, punctures, chip marks, scratches or the interior of your vehicle. please ensure your vehicle is road legal (insured) roadworthy and legal to drive.
- Cancellations are subject to a full refund providing OR Tambo Parking receive at least 24 hours' notice prior to your OR Tambo Parking time.

- You are responsible for the content and possessions inside your vehicle and OR Tambo parking will not be held liable for any loss or damage of these.
 - You are responsible for the information entered into the booking and release forms. please check these details upon departure especially your flight return time and flight number (as we track most flights for possible delays). OR Tambo Parking do not accept responsibility for any delays due to wrong information on these forms.
 - LATE RETURNS. Due to the fact we realize not all holidays go as planned and accidents happen, late returns are charged at our discretion (normally we do not charge you until you have reached 7 days) at the current rate advertised per week after expected return date, payable upon the return of your vehicle. This covers only our storage charges.
 - As a precaution OR Tambo Parking advise that you take a spare key on holiday to save on any inconvenience.
 - Please ensure you leave your vehicle with enough fuel to cover a distance of roughly 50 kilometres. Failure to do so may result in a fuel charge of R150 maximum if we need to put fuel into it.
- The onus is on the customer to disclose all information with regards to valuables left in any vehicle by the customer and such valuables must be pointed out to the valet parking operator driver and must be noted on the booking document. The customer hereby indemnifies the valet parking operator against any claims and damages of any nature made by the customer for any damages and lost valuables not recorded in the space provided by the valet parking operator on the booking document.
 in accordance of the customer's signature appearing on the booking the customer acknowledges that he/she has read the terms and conditions set out herein before, and furthermore that he/she understands the said terms and conditions and undertake to comply therewith.
 These terms and conditions are between the customer and OR Tambo parking (PTY) LTD 2016 / 483566 / 07.

EFT CASH CARD
 PAID NOT PAID

ACKNOWLEDGEMENT OF ANY DAMAGE TO VEHICLE



CLIENT SIGNATURE IN

CLIENT SIGNATURE OUT

STAFF

STAFF